

AGENDA SUMMARY PAGE

AUDIT OVERSIGHT COMMITTEE MEETING OF: DECEMBER 6, 2007

DEPARTMENT: CITY AUDITOR'S OFFICE

DIRECTOR: RADFORD SNELDING

☐ Consent ☒ Discussion

SUBJECT:

Discussion and possible action on Audit of Finance & Business Services Accounting Division Citywide Travel (0602-0708-03)

Fiscal Impact

☒

No Impact

☐

Augmentation Required

☐

Budget Funds Available

Amount:

Funding Source:

Dept./Division:

PURPOSE/BACKGROUND:

To review the Audit of Finance & Business Services Accounting Division Citywide Travel.

This audit was part of the authorized Audit Plan FY 2007-2008.

RECOMMENDATION:

Approval

BACKUP DOCUMENTATION:

Audit of Finance & Business Services Accounting Division Citywide Travel (0602-0708-03)
Submitted after meeting – PowerPoint presentation

Motion made by STEVE WOLFSON to Approve and accept the report on the Audit of Finance and Business Services Accounting Division Citywide Travel

Passed For: 4; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 1

JOSE TRONCOSO, MICHAEL W. KERN, PAUL WORKMAN, STEVE WOLFSON;
(Against-None); (Abstain-None); (Did Not Vote-None); (Excused-LARRY BROWN)

Minutes:

Utilizing PowerPoint slides, Internal Auditor Philip Marmurowski reported that in the calendar year, 2006, there were 3,000 travel related transactions valued at \$922,000 thousand dollars, of which \$125,000 dollars in travel transactions was reviewed. Finance and Business Services has policies and procedures in place to prevent abuse. The audit objectives were to ensure that current policies and procedures have been established in accordance with applicable guidelines; processing and monitoring procedures are in place to prevent abuses; and management controls are adequate and operating as intended.

CITY COUNCIL MEETING OF: DECEMBER 6, 2007

In summary, the City of Las Vegas employees were generally reasonable and prudent in utilizing City resources for business travel and most of the transactions were properly completed. In addition, enhancements were made to the existing travel policies which will standardize policy and procedure and help to eliminate individual interpretation. The policy was clarified in identifying where travel cards are used for personal expenses. Lastly, the audit identified and addressed issues pertaining to mileage expense submissions. A copy of the PowerPoint presentation has been added to the final record.

Mr. Marmurowski noted that final enhancements will be completed by the end of the first quarter, 2008. He thanked the Financial Services personnel for their assistance during the audit and for the implementation of staff's recommendations.

Chairman Kern asked for status on management responses on estimated completion dates. Mr. Marmurowski responded that currently 75 percent has been completed on the clarification of travel policies; the balance will be implemented by end of the first quarter, 2008. Both the travel cards and mileage expenses issues have been completed. Chairman Kern questioned if these items needed to be presented again for a follow-up report on completion. Mr. Snelling replied that they are being tracked in their annual follow-up; however, a report can be given prior to that follow-up.

Regarding the discrepancies that were identified under travel related transactions, Chairman Kern asked what the dollar amount was. Mr. Marmurowski explained the dollar magnitude was very minimal. He agreed with the Chairman that the Financial Services Division has a strong handle when it comes to their internal controls.

Chairman Kern complimented the City Auditor and management, particularly each of the respective agencies and departments that have been reviewed. Since his time on the Committee, he has seen substantial improvements in areas that are now even more important to the City and the efforts of everyone involved are appreciated.